

{Department Letterhead}

Affidavit of Mailing

Under penalty of perjury, I, _____, hereby attest that I deposited the attached FMLA paperwork in the U.S. Mail, via first class mail postage prepaid, to the last-known address of the following individual on this ____ day of _____, 20__.

Individual: _____

Address: _____

By: _____

cc: Personnel File